

**LAP Release Checklist
GO LIVE Prerequisites**

TASK	STATUS	COMMENTS/ HOW VALIDATED	POINT OF CONTACT	PRR
FSA PROCESSES				
Applications Management Task Order Reviewed and Approved	Green	Initially maintained by TO 73, will be transitioned to Task Order	Bill Walsleben	x
GENERAL				
Project Definition Documentation			Nancy Krecklow	
- Task Order	Green	Task Order 73 in place	Nancy Krecklow	x
- Scope	Green	Reference business case	Nancy Krecklow	x
- Approach	Green	Reference business case	Nancy Krecklow	x
- Business Drivers	Green	Reference business case	Nancy Krecklow	x
SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY				
VDC Operations Documentation			Jeff Ross	
- Responsibilities Matrix	Green	Reference FMS Documentation	Jeff Ross	x
- Due Diligence	Green	Reference FMS Documentation	Jeff Ross	x
- Service Level Agreement (SLA)	Green	Reference FMS Documentation	Jeff Ross	x
- Run Book	Green	Reference FMS Documentation	Jeff Ross	x
- Installation Guidelines	Green	Reference FMS Documentation	Jeff Ross	x
- Troubleshooting Procedures	Green	Reference FMS Documentation	Jeff Ross	x
-Application Service Metrics	Green	Reviewing the service metrics; will suggest updates to FMS applications management lead as necessary	Todd Kaywood	
Application Help Desk established	Green	Will use existing FMS Help Desk, coordination is in process	Todd Kaywood	
CONFIGURATION MANAGEMENT/SOURCE CONTROL - Development				
Configuration Management Plan	Green	Reference FMS Documentation	Steve Kuhl	x
Version Control Procedures	Green	Reference FMS Documentation	Steve Kuhl	x
Source Code Library	Green	Reference FMS Documentation	Steve Kuhl	x
CONFIGURATION MANAGEMENT/SOURCE CONTROL - Production				
Configuration Management Plan	Green	Reference FMS Documentation	Steve Kuhl	x
Version Control Procedures	Green	Reference FMS Documentation	Steve Kuhl	x
Source Code Library	Green	Reference FMS Documentation	Steve Kuhl	x
TECHNICAL ARCHITECTURE				
Architecture Design	Green	Reference FMS Documentation	Jeff Ross	x
Development (i.e. coding) Standards	Green	On file - Reference FMS Documentation	Jen Alden	x
Software Development Lifecycle Processes	Green	Reference FMS Documentation	Jen Alden	x
Environment Specifications			Jeff Ross	x
- Development	Green	Reference FMS Documentation	Jeff Ross	x
- Test	Green	Reference FMS Documentation	Jeff Ross	x
- Production	Green	Reference FMS Documentation	Jeff Ross	x
LICENSING				
Software License Requirements (incl. Paid Licenses)	Green	The total number of users for this release, both internal and external, has been captured and recorded for license management purposes. The license budget may be split between Financial Partners and CFO. The licenses that were purchased for Phase III are applicable in Phase IV.	Paul Stonner	x
REQUIREMENTS AND DESIGN				
Functional Requirements	Green	\\Wdcucpfr02\SFA_FMS\LARS\Lender Payment Redesign\Documentation\Requirements	Todd Collins	x

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Sign-off	Green	Hardcopy on file	Todd Collins	x
Technical Requirements	Green	\\Wdcucpfr02\SFA_FMS\LARS\Lender Payment Redesign\Documentation\Requirements	Todd Collins	x
Functional Designs	Green	\\Wdcucpfr02\SFA_FMS\LARS\Lender Payment Redesign\Documentation\Requirements	Todd Collins	x
Technical Designs	Green	\\Wdcucpfr02\SFA_FMS\LARS\Design Documents\Tech Designs	Todd Collins	x
SECURITY			Ruth McIntyre	
Application Security Requirements	Green	Reference FMS Documentation	Ruth McIntyre	x
Security Plan and Risk Assessment	Green	Reference FMS Documentation	Ruth McIntyre	x
Security Officer Identified	Green	Reference FMS Documentation	Ruth McIntyre	x
TESTING - system lifecycle			Todd Collins	
Test Strategy and Approach (for all levels of testing)	Green	X:\FINANCIAL PARTNERS\TO 73 - Lender Redesign\Testing	Todd Collins	x
Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	Green	X:\FINANCIAL PARTNERS\TO 73 - Lender Redesign\Testing	Todd Collins	x
Test Data	Green	X:\FINANCIAL PARTNERS\TO 73 - Lender Redesign\Testing\UAT\UAT DATA SETS	Todd Collins	x
Documented Test Results	Green	X:\FINANCIAL PARTNERS\TO 73 - Lender Redesign\Testing	Todd Collins	x
SIR Log	Green	\\Wdcucpfr02\SFA_FMS\LARS\Lender Payment Redesign\Documentation\Test Results\Unit Test	Todd Collins	x
Client sign-off	Green	In process	Todd Collins	
TESTING - User Acceptance			Todd Collins	
Test Strategy and Approach	Green	X:\FINANCIAL PARTNERS\TO 73 - Lender Redesign\Testing	Todd Collins	x
User Signoff on results, application	Green	Users completed testing. Issues have been resolved and retested.	Todd Collins	x
PRODUCTION READINESS REVIEW			Kasey Congdon	
QA/QC	Green	Review performed by Leslie Willoughby; results are on file, and all major issues have been addressed.	Kasey Congdon	x
PRR Area Approvals complete	Green		Kasey Congdon	
PRR Meeting Scheduled; PRR presentation created	Green		Kasey Congdon	x
COMMUNICATION			Kasey Congdon	
Identify application user population	Green	Done	Kasey Congdon	x
Contact user population to notify pending implementation, security form requirements	Green	Once PRR is approved, notification will be sent via the FP Portal and the listserv.	Kasey Congdon	x
Contact user population to distribute procedure manuals	Green	Once PRR is approved, user documentation will be distributed via the FP Portal.	Kasey Congdon	x
APPLICATION TRAINING			Kasey Congdon	
Number of Application Users	Green	The user community consists of approximately 4,000 users	Todd Collins	x

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User Training Conducted	Green	Detailed LAP User Guide will serve as training materials; no formal training will be provided due to simplicity of solution.	Stephanie Simpson	x
User Installation and Setup Procedures	Green	This information is included in the LAP User Guide as well.	Todd Collins	x
TRANSITION To OPERATIONS - Technical			Jeff Ross	
Code Migration Procedures Documented	Green	Reference FMS Documentation	Jeff Ross	x
Backup/Recovery Procedures Documented and Tested	Green	Reference FMS Documentation	Jeff Ross	x
Support available for Software Package	Green	Support provided by Oracle Corp as long as FSA maintains SW license/maintenance agreements.	Paul Stonner	x
TRANSITION To OPERATIONS - Functional/ Organizational			Kasey Congdon	
Organization Roles Defined	Green	Financial Transactions team will manage the application through the online functionality, and the FMS Help Desk will provide user support.	Kasey Congdon	x
On-going Training Function Available	Green	Detailed LAP User Guide will serve as training materials; no formal training will be provided due to simplicity of solution.	Stephanie Simpson	x
Training Delivered to Help Desk	Green	The LPPR team is working with CFO to train Help Desk personnel.	Stephanie Simpson	x